Perfect Typing

For IBM PC/XT/AT and Compatibles
Commodore 64/128

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Table of Contents

Introduction 4

Loading 5

Commodore 64/128 5

IBM PC/XT/AT and Compatibles 5

Learn to Type 6

Finger Placement 7

Typing Test 8

Drill & Practice 9

License Statement 10

Service Policy 12

Replacement Policy 12

Product Support 12

3.5" Disk Offer 13

Index 14

Free Software Coupon 15

Introduction

These easy-to-use programs are designed to help anyone who needs to use a keyboard. Perfect Typing's typing drills and tests will help you improve your typing skills quickly and easily.

Perfect Typing provides practice and instruction for every level of typist. The typing drills are actually designed for three levels of users; Beginner, Intermediate and Advanced. You'll constantly be improving your skills as you advance from one level to the next.

Loading

Insert the disk into the drive with the label facing up and oval facing towards the drive's door. Do not touch the part of the disk that is exposed by the oval as this could damage information stored on the disk.

Commodore 64/128

This is a 64K, 40 column program so that it operates both on the Commodore 64 and the Commodore 128 in 64K mode.

To put your Commodore 128 into 64K mode, hold down the Commodore logo key (bottom, left) when you turn the computer on. If you are in the 128K mode, you can type 'GO64'.

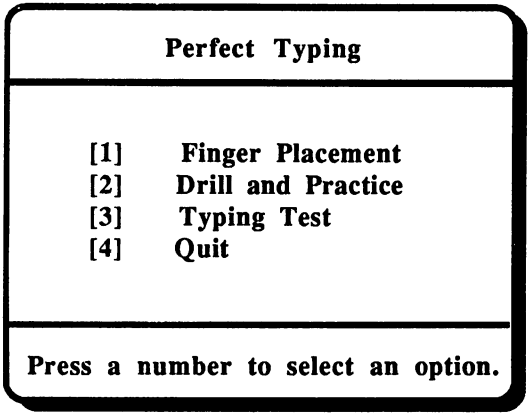
The computer is ready when you have a blue screen that says: "64K RAM System. 38911 Basic Bytes Free." and the cursor is blinking. Type 'LOAD"*",8,1' and press the RETURN key.

IBM PC/XT/AT and Compatibles

Load DOS. Insert the disk into Drive A. Type 'Expert' next to the A> prompt and press the ENTER key. (If you don't have the A> prompt, type 'a:' and hit the ENTER key.)

When the program loads, the main menu will appear. To choose a section, simply enter the corresponding number and press the RETURN key.

Learn to Type



This program is designed to help you learn to type, taking you step by step from the beginning stages to more advanced levels.

Before you start, seat yourself comfortably in front of your keyboard. You should sit up straight and keep your wrists up while you type; it may seem awkward at first but, in the long run, you will be less tired.

If you are just beginning to learn to touch type, start with the Finger Placement part of the program and study which finger to use for each key. When you know the basics, you can move on to the Drill & Practice part of the program.

If you don't know which level of difficulty you should be practicing at, take the Typing Test first. At the end of the test, you will be given a "recommended drill level."

As you practice, you should take a Typing Test from time to time in order to check your progress and determine when you are ready to move to the next level of difficulty.

Finger Placement

Select [1] Finger Placement from the main menu. The first screen displays the correct finger positioning of your left hand and right hand.

Your left pinky should be resting on the A key, while the rest of the fingers on the left hand should be positioned over the S, D and F keys respectively.

Your right pinky should be resting on the ; key (if you are using a Commodore the right pinky will be positioned on the : key.) The rest of your right hand fingers should be positioned over the L, K and J keys respectively.

Your thumbs can "hover" over the space bar. You should always use your right thumb to press the space bar.

The first screen describes the "Home Row" (ASDFGHJKL..) Your fingers should always return to the "Home Row" after typing a key.

Press RETURN to access the next screen.

The next three screens inform the beginning typist what keys he or she must be able to type with each finger. The fourth screen provides a chart of what key each finger on each hand must be able to press.

Press RETURN to access the main menu and begin the typing drills. You should try to think of the typing keyboard as not only being arranged in rows, but also in columns, each finger being "responsible" for a column.

Typing Test

When you select the Typing Test, follow the prompts on the screen. Each test will be one minute in length. When you arrive at the end of a line you can access the next line by pressing RETURN or the space bar.

If you make a mistake typing, you will hear a beep and an X will appear signifying the mistake on the screen. Keep typing. You will not be able to return to that letter to type it correctly (no second chances), so move on to the next one. At the end of the test your mistakes will be adjusted against the actual number of words typed per minute.

At the end of the test Perfect Typing will display the following information:

Words per minute. This is the total number of words you typed in the one minute span, mistakes included.

Words per minute (error adjusted). This is the total number of words typed in one minute minus mistakes.

Percentage Accurate. This percentage displays your typing accuracy. Accuracy is very important. Beginning typists should concentrate on accuracy more than speed.

Weakest Key. This displays your "problem area." This lets you know the area in which you are making the most mistakes.

Finally, the Typing Test will display a "Recommended Drill Level." Use this recommendation to select a level in the Drill & Practice Section. Press RETURN to access the main menu.

Drill & Practice

There are three levels of drills available from the Drill & Practice menu. The drills are set up in the same manner as the typing test. The following is a brief description of what you can expect from each level.

Beginner. The words and sentences used in the beginner typing drills are shorter than in the intermediate and advanced levels.

The basic goal in this section is to type what is on the screen without looking at the keyboard. Don't worry too much about speed, concentrate more on accuracy and keeping your eyes on the screen.

Intermediate. The words, as well as the sentences, used in the intermediate typing drills are a bit longer than in the beginner level.

The basic goal in this section is to build speed along with accuracy. At this point you should be "touch typing" comfortably.

Advanced. The words and sentences used in the advanced typing drills reflect the configurations of characters found in everyday situations.

The basic goal in the advanced section is to concentrate on speed. The advanced typist should average over 40 words a minute while still maintaining a high accuracy percentage.

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Service Policy

Replacement Policy

If the disk or disks should fail within 90 days of purchase, please return the original disk with proof of purchase for FREE replacement. After 90 days from date of purchase, include $9.50 for replacement.

You can obtain a replacement disk of the program by returning the defective copy, with your proof of purchase to Expert Software, Attention: Customer Service, P.O. Box. 1911, Murray Hill, New York, NY 10156.

Product Support

All of Expert Software's products are thoroughly tested and come with a comprehensive User Guide. However, if you have a problem using the product, we recommend you doing the following:

1. Review the User Guide. It answers most questions and problems. Also, check your computer system to make certain the program works with the operation system, interfaces, peripherals, and overall configuration.

2. If you still have a problem, contact Expert Software at the address above. Describe the problem as detailed as possible including error messages, and the sequence of steps leading up to the problem. Also, describe your hardware, including manufacturer, type and number of drives, printer, expansion boards, etc.

3.5" Disk Offer

Your program is now available in 3.5" format. To receive your disks return the original system disk, a check or money order for $9.50 to Expert Software, P.O. Box 1911, Murray Hill, New York, NY 10156.

Index

A
Advanced 4, 9
A> prompt 5

B
Beeps 8
Beginner 4, 9

C
Commodore 5, 7

D
DOS 5
Drill and practice 6, 8, 9

E
Error adjusted 8

F
Finger placement 6, 7

H
Home row 7

I
IBM 5
Intermediate 4, 9
Introduction 4

L
Length 8
Level of difficulty 6
License 10
Loading 5

M
Menu 5, 7, 8

P
Posture 6
Product support 12

R
Recommended drill 6, 8
Replacement 12

S
Sitting 6
Space bar 7

T
3.5" Disks 13
Touch typing 6, 9
Typing test 6, 8

W
Weakest key 8

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This Typing Certificate of Achievement is awarded to

_____

For Successful Completion of the
Expert Software Perfect Typing Course

reaching a typing speed of _____ words per minute
and accuracy rate of _____%

This award is issued on this _____ day of _____ 19_____.

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